



WADIA INSTITUTE OF HIMALAYAN GEOLOGY
(An Autonomous Institution of Department of Science & Technology, Government of India)
33, General Mahadeo Singh Road
DEHRA DUN - 248 001

No. General Recruit./WIHG/2020-21/Estt./

Dated: 16.07.2021

ADVERTISEMENT NOTICE

The Wadia Institute of Himalayan Geology is an autonomous research organization of the Department of Science and Technology, Government of India, carrying out advance level of research in all aspects of Himalaya Geosciences. It has strong specialization in the areas of Petrology and Geochemistry, Structure and Tectonics, Sedimentology, Quaternary Geology, Geomorphology, Paleoclimatology, Glaciology, Magnetostratigraphy, Biostratigraphy, Paleontology, Environmental Geology, Seismology, GPS, Geophysics and Remote Sensing. The Institute also houses advance analytical laboratories. To encourage young students/researchers for their career in Earth Sciences, the Institute has doctoral program and offers Research Associate ships to fresh Ph.D. students. To promote research in emerging areas of Earth Sciences, the institute also undertakes sponsored projects.

The Institute invites online applications from eligible Indian citizens for recruitment of Scientist 'C', Scientist 'B', Administrative Officer, Technical Assistant, Upper Division Clerk, Draftsman, Lower Division Clerk, Driver, Field cum Laboratory Attendant & Field Attendant. The recruitment will be conducted through Interview/Presentation, Written Examination (Multiple Choice Question and Descriptive Question)/Skill Test and or/physical test, etc. depending on number of application.

1. IMPORTANT DATES:

(a)	Commencement of online registration on website	19.07.2021 from 10:00 AM onwards
(b)	Last date for online registration	16.08.2021
(c)	Last date for submission of application	16.08.2021 upto 17:00 PM

2. HOW TO APPLY:

- (a) Candidates are required to apply through the link <http://wihg.in> given on the website of Wadia Institute of Himalayan Geology, Dehradun (www.wihg.res.in). No other means/mode of application will be entertained.
- (b) Candidates are required to have a valid personal email ID and Mobile Number. It should be kept active during the entire procedure of this recruitment. WIHG, through its exam conducting agency may send admit cards/call letters for written test, skill test and interview etc. at the registered email ID or the same may be downloaded from the designated portal. Under no circumstances, the candidate should share/mention mail ID to/or of any other person.
- (c) In case, a candidate does not have a valid personal email ID, he/she should create his/her new email ID before applying Online.
- (d) The name of the candidate, date of birth and his/her Parent's name etc. should be spelt correctly in the application, as it appears in the class X (10th) certificates/mark sheets. Any change/alteration, if found, may disqualify the candidature.
- (e) Carefully fill in the complete details in online application form. Scan and upload your recent photograph and signature at appropriate places as per instructions contained in the online application format, and submit the same in Online. Login ID and PASSWORD would be provided through email and SMS on registration and keep it till completion of all the steps for successful submission of application and for future records.

- (f) Candidates submitting their online applications from Internet-café shall doubly ensure that all particulars filled-in are correct in all respects including uploading of their recent photographs and signatures. Mistake, if any, cannot be changed after submission of online application.
- (g) The candidates should take a printout of the online application and preserve it for record, and should not send the same at WIHG, Dehradun or any other address. The application printout with photograph affixed will also have to be submitted during documents verification at the time of interview/examination along with the self-attested copies of certificates in support of Age, Qualifications, Experience, Caste, Caste Validity, Non-Creamy Layer, Physical disability, etc. as applicable.
- (h) Candidates are required to download the call letter/admit card through the link available on the Wadia Institute of Himalayan Geology website <https://www.wihg.res.in/>. However, candidates are advised in their own interest to view website from time to time with regard to the call letters and other updates about Examination/Interview etc. No correspondence shall be entertained by the WIHG nor shall WIHG send separate intimation to the candidates to this effect.
- (i) Candidates in their own interest are advised, not to wait till the last date & time for applying online. They should register well before the time for last date of submission of applications. WIHG shall not be responsible, if candidates are not able to submit their application due to last time rush.

3. GENERAL INSTRUCTION FOR FILLING UP OF APPLICATIONS FORM:

- (a) The candidates shall apply through On-line mode only, as per the eligibility criteria mentioned in the advertisement.
- (b) Before starting to fill-up, the online application, keep ready with you the following details/documents/information:
- ❖ E-Mail ID.
 - ❖ Mobile Number.
 - ❖ Personal and Educations qualifications details.
 - ❖ Scanned copy of educations qualification, experience certificates, age proof certificate, caste certificate, etc.
 - ❖ Details of Debit Card/Credit Card/Net Banking for making application fee.
 - ❖ Scanned copy of recent colour photograph.
 - ❖ Scanned copy of signature with Black ink pen.

4. APPLICATION FEE:

The candidates have to pay application fee online through the prescribed link at online application portal. The application fee payable for each post is as under.

Name of Posts	Category of Posts & Fee				
	EWS	UR	ST	SC	OBC
Scientist 'C'	--	1400/-	--	--	--
Scientist 'B'	1400/-	1400/-	700/-	700/-	1400/-
Administrative Officer	--	1000/-	--	--	--
Technical Assistant	--	--	400/-	400/-	800/-
Upper Division Clerk	--	600/-	--	300/-	600/-
Draftsman	--	600/-	--	--	600/-
Lower Division Clerk	--	400/-	--	200/-	400/-
Driver	--	400/-	--	200/-	--
Field cum Laboratory Attendant	200/-	200/-	--	100/-	200/-
Field Attendant	--	200/-	--	--	200/-

- (a) Fee once paid will not be refunded under any circumstances.

- (b) Application fee will be paid through Online mode i.e Debit Card/Credit Card/Net Banking etc. There will not be any other mode of payment of application fee. In case a candidate deposits the fee in any wrong account or through any other mode, WIHG will not be responsible for non-receipt of application fee. Fee once paid will not be refunded under any circumstances. Candidates are therefore advised to verify their eligibility conditions before applying.
- (c) A candidate may apply for more than one post if he/she is eligible and desires to do so. In such cases, the candidates will have to pay the requisite fee separately for each post as applicable.

5. DETAILS OF VACANCIES:

Sl. No.	Name of Posts	NO. OF VACANCIES						Pay Level (As per 7 th Central Pay Commission)
		EWS	UR	ST	SC	OBC	Total Posts	
A	Scientist 'C'	--	02	--	--	--	02	Pay Level – 11
B	Scientist 'B'	01	02	01	01	04	09	Pay Level – 10
C	Administrative Officer	--	01	--	--	--	01	Pay Level– 07
D	Technical Assistant	--	--	01	01	01	03	Pay Level – 05
E	Upper Division Clerk	--	02	--	01	01	04	Pay Level – 04
F	Draftsman	--	01	--	--	01	02	Pay Level – 04
G	Lower Division Clerk	--	01	--	01	01	03	Pay Level – 02
H	Driver	--	02	--	01	--	03	Pay Level – 02
I	Field-cum-Laboratory-Attendant	01	02	--	01	01	05	Pay Level – 01
J	Field Attendant	--	01	--	--	01	02	Pay Level – 01
	TOTAL POSTS	02	14	02	06	10	34	

- (A) **Scientist 'C'** : **TWO POSTS**
- Scale of Pay : LEVEL – 11
(Pre-Revised) PB-3: ₹ 15,600-39,100 + Grade Pay ₹ 6,600/-
- Age limit : Not exceeding 40 years.
- Essential qualification** : (i) Ph.D degree in or any allied subjects of Geoscience, with Four years post-doctoral research experience.
- Desirable qualifications** : (i) Doctoral and post-doctoral research experience in the field of Glaciology.
(ii) Experience in high altitude field work and/or experience in handling and operating analytical instruments.

(B) **Scientist 'B'** : **NINE POSTS**

EWS	UR	ST	SC	OBC	TOTAL
01	02	01	01	04	09

Scale of Pay : LEVEL – 10
(Pre-Revised) PB-3: ₹ 15,600-39,100 + Grade Pay
₹ 5,400/-

Age limit : Not exceeding 35 years.

Essential qualification : First class in M.Sc. in Geology, Geophysics or any allied subject of Geosciences with 3 years of relevant experience.

Desirable qualifications : (i) Ph.D degree in Geology, Geophysics or any allied subject of Geoscience.

(ii) Experience in Geological/Glaciological field work/survey and/or experience in handling and operating analytical instruments.

(iii) Experience in the field of Engineering Geology, Paleontology, Structure & Tectonics, Glaciology & Artificial intelligence/Machinery learning in Geosciences.

(C) **Administrative Officer** : **ONE POST (AGAINST UR CATEGORY)**

Scale of Pay : PAY MATRIX LEVEL – 7
(Pre-Revised) PB-2: ₹ 9,300-34,800 + Grade Pay
₹ 4,600/-

Age limit : Not exceeding 35 years.

Essential qualification : (1) A 1st class or high second class degree from a recognized University.

(2) 10 years experience in a Central Govt. Deptt./Autonomous Body or Public Sector Undertaking of which at least 3 years should be in immediate lower grade.

(3) Through knowledge of Establishment, Civil Works, Accounts/Purchase, Stores, Security and Vigilance procedures/rules.

Desirable qualification : (1) Master's Degree
(2) Law Degree.
(3) Diploma in Personnel Management.
(4) Knowledge of Computer-aided Management.

(D) **Technical Assistant**

: **THREE POSTS**

OBC	SC	ST	Total
01	01	01	03

Scale of Pay

: PAY MATRIX LEVEL – 5
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 2,800/-

Age limit

: Not exceeding 28 years.

Essential Qualifications

: B. Sc. or Diploma in Engineering /Tech. of minimum
3 years duration (or equivalent).

Desirable Qualifications

: (i) Person with qualification in Mechanical,
Electrical, Electronics and Instrumentation.

(ii) Knowledge of Computer.

(E) **Upper Division Clerk**

: **FOUR POSTS**

OBC	UR	SC	Total
01	02	01	04

Scale of Pay

: PAY MATRIX LEVEL – 4
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 2,400/-

Age limit

: Not exceeding 27 years.

Essential Qualifications

: Degree from any recognized University or equivalent
with working knowledge in computer.

Desirable Qualifications

: Three years experience should be in immediate lower
grade as L.D.C in Central Govt. Deptt./Autonomous
Body or Public Sector Undertaking.

(F) **Draftsman**

: **TWO POSTS**

UR	OBC	Total
01	01	02

Scale of Pay

: PAY MATRIX LEVEL – 4
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 2,400/-

Age limit

: Not exceeding 28 years.

Essential Qualifications

: Matriculation + ITI Trade Certificate.

Desirable Qualifications

: Experience in preparing geological map using latest
software.

(G) **Lower Division Clerk**

: **THREE POSTS**

OBC	SC	UR	Total
01	01	01	03

Scale of Pay

: PAY MATRIX LEVEL – 2
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,900/-

Age limit

: Not exceeding 27 years.

Essential qualification

: (i) Intermediate or equivalent qualification from a recognized Board or University;

(ii) Skill Test Norms: Typing speed of 35 words per minute in English or 30 words per minute in Hindi on Computer (35 words per minute and 30 words per minute correspond to 10500 Key depression per hour and 9000 Key depression per hour on an average of 5 key depression for each word).

Desirable qualification

: (i) Graduate.

(ii) A Government of India recognized diploma/certificate in computer.

(H) **Driver**

: **THREE POSTS**

UR	SC	Total
02	01	03

Scale of Pay

: LEVEL – 2
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,900/-

Age limit

: Not exceeding 27 years.

Essential Qualifications

: (i) Pass in 10th standard or equivalent qualification from a recognized Board or Institution;

(ii) Possession of a valid driving license for motor car

(iii) Knowledge of motor mechanism (The candidate should be able to rectify minor defects in vehicle);

(iv) Experience of driving a motor car for at least 3 years;

(v) Qualifying the prescribed Trade Test.

Desirable qualification

: (i) Minimum 3 years experience of driving light and heavy vehicles.

(ii) I.T.I certificate/Diploma in Motor Mechanic.

(I) **Field-Cum-Laboratory-Attendant** : **FIVE POSTS**

EWS	UR	SC	OBC	Total
01	02	01	01	05

Scale of Pay : PAY MATRIX LEVEL – 1
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,800/-

Age limit : Not exceeding 25 years.

Essential Qualifications : High School.

Desirable Qualifications : Knowledge of Computer.

(J) **Field – Attendant** : **TWO POSTS**

UR	OBC	Total
01	01	02

Scale of Pay : PAY MATRIX LEVEL – 1
(Pre-Revised) PB-1: ₹ 5,200-20,200 + Grade Pay
₹ 1,800/-

Age limit : Not exceeding 25 years.

Essential Qualifications : High School.

Desirable Qualifications : Knowledge of Computer.

6. ELIGIBILITY CUT OFF DATE AND AGE RELAXATION, RESERVATION, ETC:

The cut-off date for determining various eligibility criteria (Educational Qualification, Age Limit, Experience etc.) will be 01.03.2021

The maximum relaxation in upper age limit will be as under:-

Sl. No.	Category of Persons	Extent of age relaxation/concession
1.	Scheduled Caste/Scheduled Tribe	5 years
2.	Other Backward Classes	3 years
3.	Widows, divorced women and women judicially separated from their husbands and who are not re-married (Applicable only on Group 'C' posts)	Upto the age of 35 years (up to 40 and 38 years for members of Scheduled Castes/ Scheduled Tribes and Other Backward Classes respectively).

4.	Departmental candidates with three years continuous service in Central Government for appointment to Group 'C' and erstwhile 'D' (now MTS posts) by direct recruitment which are in the same line or allied cadres. (An applicant claiming age relaxation under this para should produce a certificate from his/her employer to the effect that he/she is a Government Servant as on the date of Advertisement).	Up to 40 years of age. (45 years for SC/ST and 43 years for OBC category).
5.	Departmental candidates with three years continuous service in Central Government for appointment Group 'A' and Group 'B' post filled through UPSC (other than those filled on the basis of competitive examination) and posts which are exempted from purview of UPSC (where recruitment is made by organization themselves).	5 years
6.	Persons ordinarily domiciled in the U.T. of Jammu & Kashmir during 01.01.1980 to 31.12.1989	5 years
7.	Persons with disabilities (including women) (a) SC/ST (b) OBC	10 years 15 years 13 years
8.	Ex-serviceman: Ex-serviceman ECO/SSCO : Group A & B posts services posts filled by direct recruitment otherwise than on a result of any open All India competitive examination held by UPSC subject to the condition that (i) the continuous service rendered in the Armed Forces by an ex-servicemen is not less than six months after attestation (ii) resultant age after deducting his age does not exceed the prescribed age limit by more than three years and (iii) conditions prescribed in OM No.: 39016/10/79-Estt. (C) dated 15.12.1979.	Period of Military service plus 3 years.

Note:-

- (a) **For SC/ ST applicants:** SC/ST applicants seeking age-relaxation, reservation, etc. shall invariably submit the requisite Certificate as per format (**Annexure-I**) from competent authority (certifying that their Caste/Sub-Castes/Communities are approved by the Government of India under SC & ST Category).
- (b) **For OBC applicants:** OBC applicants not covered under the Creamy Layer, as per the Standing Instructions of the Government of India as amended from time to time, seeking age-relaxation, reservation, etc. shall invariably submit the requisite Certificate as per format (**Annexure-II**). Further, he / she should not fall in creamy layer on the crucial date.
- (c) **For Economically Weaker Sections (EWS) Applicants: -**
EWS applicants seeking reservation shall invariably submit the requisite Certificate as per Format (**Annexure-III**) from Competent Authority, as and when called for by the WIHG otherwise their claims for reservation etc. shall not be considered.

For detailed guidelines/eligibility regarding reservation for EWS in direct recruitment, candidate may refer to the O.M. No.36039/1/2019-Estt. (Res) of Government of India, Ministry of Personnel, Public Grievances & Pensions dated 31.01.2019.

- (d) The age relaxation for Ex-servicemen will be as per Govt. of India Rules.

- (e) All the concession mentioned above will be concurrent i.e. If a persons is eligible for more than one concession, only one of the concession of the highest permissible limit, will be granted.
- (f) Applicants must satisfy about their eligibility as on 01.03.2021 before applying. The WIHG will take up verification of eligibility conditions with reference to original documents only after the candidates have qualified for skill test/interview, etc.

7. IMPORTANT GENERAL INFORMATION/CONDITIONS/INSTRUCTIONS:-

- (a) **MINIMUM ESSENTIAL QUALIFICATIONS:** All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.

NOTE-I: The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview/written examination/presentation/skill test, etc.

NOTE-II: IN THE EVENT OF NUMBER OF APPLICATIONS BEING LARGE, INSTITUTE WILL ADOPT SHORT LISTING CRITERIA TO RESTRICT THE NUMBER OF CANDIDATES TO BE CALLED FOR INTERVIEW/WRITTEN EXAMINATION/PRESENTATION/SKILL TEST, ETC. TO A REASONABLE NUMBER BY ANY OR MORE OF THE FOLLOWING METHODS:

- On the basis of Desirable Qualification (DQ) or any one or all of the DQs if more than one DQ is prescribed.
- On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- By counting experience before or after the acquisition of essential qualifications.
- By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
- By holding a Recruitment Test.

THE CANDIDATE SHOULD, THEREFORE, MENTION ALL HIS/HER QUALIFICATIONS AND EXPERIENCE IN THE RELEVANT FIELD/EXPERTISE AND ABOVE THE MINIMUM QUALIFICATIONS.

- (b) Selected candidates will be appointed initially on two year's probation basis. Continuation of their service will depend on satisfactory clearance of probation. Selected candidates not having working knowledge IN Rajbhasha OR Hindi, will have to acquire working knowledge of Hindi before clearance of their probation periods. The candidates selected to these posts, will be governed by the New Pension Scheme.
- (c) No TA/DA will be paid by the Institute for attending the interview/written test, etc.
- (d) Interim correspondence will not be entertained and replied to.
- (e) Only selected candidates will be informed about their selection in due course on completion of their selection process and no other correspondence on the subject will be entertained.
- (f) Convassing in any form will lead to disqualification.
- (g) The shortlisted candidate, working in Govt. Establishments, Public Sector Undertakings, State Government, Universities and Autonomous Bodies, will be allowed to appear for an interview/written examination/presentation/skill test, etc. only if he/she brings a No Objection Certificate from his/her present employer.

- (h) The online data related to the examination will be preserved/available up to the period of one month only, from the date of declaration of final result of respective post and thereafter, these shall stand destroyed.
- (i) The WIHG may, at its discretion, hold re-examination as and when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re-examination at his/her own cost.
- (j) No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonials, his candidature is liable to be rejected. Hence, no request for change in particulars of any candidate shall be entertained by WIHG at a later stage.
- (k) Incomplete On-line application, in any respect shall be rejected and no further correspondence shall be entertained. In addition, no other means/mode of submission of application shall be accepted under any circumstances.
- (l) Any modifications/ amendments /corrigendum in respect of the above advertisement shall be made available only on WIHG Website. No further press advertisement will be published. Hence prospective applicants are advised to visit Institute Website regularly for this purpose.
- (m) After submission of the application, the scanned copy of the application form duly signed by the candidates uploaded at the time of applying has to be forwarded to the email id; registraroffice@wihg.res.in with subject line "Application for the post <Name of the Post> <Applicant Name>.
- (n) Candidates are also requested to bring a printed copy of application form, all original documents and one copy (each) of all self-attested documents at the time of written test/personal interview.
- (o) In case of any problems faced by the candidates in filling up the online application form, they may contact on 0135-2525348, 0135-2525236 & 0135-2525156 between 10 AM and 5 PM (Monday - Friday), or candidate may send mail to email id **registraroffice@wihg.res.in**

S/d-
REGISTRAR

FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri*/Shrimati/Kumari _____ Son/Daughter of
 _____ Village/Town _____ /District/Division*
 _____ of the _____ State/Union Territory belongs to the
 _____ Caste*/Tribe which is recognised as a Scheduled Caste/Tribe under:

*The Constitution Scheduled Castes Order, 1950.

*The Constitution Scheduled Tribes Order, 1950.

*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;

* The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951; [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]

The Constitution (Jammu and Kashmir) Scheduled Castes Orders, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.

*The Constitution (Pondicherry) Scheduled Castes Order, 1964.

*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.

*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.

*The Constitution (Nagaland) Scheduled Tribes Order, 1970.

*The Constitution (Sikkim) Scheduled Castes Order, 1978

*The Constitution (Sikkim) Scheduled Tribes Order, 1978

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.

*The Constitution (SC) Orders (Amendment) Act, 1990.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.

*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.

*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.

*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ father/mother* _____ of Shri/Shrimati/Kumari _____ of Village/Town* _____ in /District/Division* _____ of the State/Union Territory* _____ who belongs to the _____ Caste*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____.

3. Shri/Shrimati/Kumari* and /or* his/her* family ordinarily reside(s) in Village/Town* _____ District/Division* of the State/Union Territory* of _____.

Place _____ Signature _____

Date _____ Designation _____

(with seal of Office) State/Union Territory _____

*Please delete the words, which are not applicable. @ Please quote specific Presidential Order % Delete the Paragraph, which is not applicable.

Note: (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of People Act, 1950 The Caste Certificate must be issued by the Competent Authorities in the above prescribed format.

The Competent Authorities are enumerated here under:

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides. Ref no:- (O.M.NO.36012/6/88-Estt. (SCT) dated 24.4.1990 and OM No.36012/22/93-Estt(Res) dated 15.11.1993 & OM No. 36011/3/2009- Estt(Res) dated 02.09.2009). 25

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Km*_____ son/ daughter of _____ of village _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary – Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India – Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km._____ and/or his family ordinarily reside(s) in the _____ District/Division of the _____ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated: District Magistrate or
Deputy Commissioner etc.
Seal:

NOTE-I:

- (a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificate are indicated below:-
 1. District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).
 2. Chief Presidency Magistrate /Additional Chief Presidency Magistrate/ Presidency Magistrate.
 3. Revenue Officer not below the rank of Tehsildar.
 4. Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice. 26

DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY

I son/daughter of Shri resident of village/town/city
..... district..... statecertificate enclosed)
hereby declare that I belong to the..... community which is recognized as a
backward class by the Govt. of India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No.36012/22/93-Esstt(SCT)dated 8-9-1993. It is
also declared that I do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the
Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt.
(SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004,
27.05.2013, 13.09.2017.

Place..... (Signature of applicant in running handwriting)

Date.....

Note: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for as summing that the candidate does not fall in the creamy layer.

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____ Date: _____

VALID FOR THE YEAR _____

a) This is to certify that Shri/ Smt./ Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her “family”** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets***:

- a. 5 acres of agricultural land and above;
- b. Residential flat of 1000 sq. ft. and above;
- c. Residential plot of 100 sq. yards and above in notified municipalities;
- d. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

b) Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Schedule Caste, Schedule Tribe and Other Backward Classes (Central List).

Signature with seal of Officer _____
Name _____
Designation _____

Recent Passport size
attested photography
of the applicant

* **Note1:** Income covered all sources i.e. salary, agricultural, business, profession, etc. The income and assets of the families as mentioned would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs.

** **Note2:** The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents are siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** **Note3:** The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.